

Mobile Application Employee Job Aid (iPhone)



Downloading the Application

From the **App Store** on your **iPhone**, search and download **Kronos Mobile™**. The application is free.

NOTE: You must be approved and have a mobile license applied to your eSTART account in order to use this application. For more information, contact your Agency Administrator.

Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.



NOTE: The **Home** icon will always return to the home page.

The screenshot shows the KRONOS mobile app login screen. At the top is the KRONOS logo. Below it is a 'Server' label and a text input field containing 'https://estartmobile.alabama.gov/...'. At the bottom are two buttons: 'Proceed' and 'Demo'.

1. Enter the following URL in the **Server** field:
https://estartmobile.alabama.gov/wfc
2. Click the **Proceed** button.

The screenshot shows the KRONOS mobile app login screen. At the top is the KRONOS logo. Below it are two input fields: 'User Name' containing 'Employeesmar.admin' and 'Password' containing masked characters. At the bottom is a 'Log On' button.

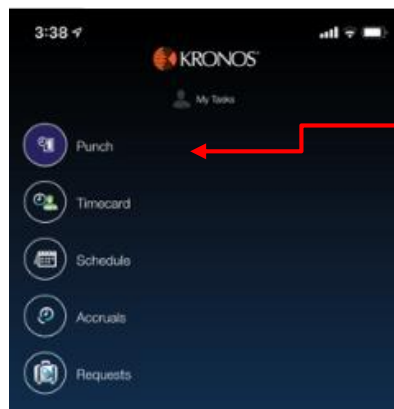
3. Enter your eSTART **User Name** and **Password**.
4. Click **Log On**.

NOTE: To sign out of the application, use the “door” icon in the lower left corner of the screen.



Performing Employee Tasks

Punch In or Out



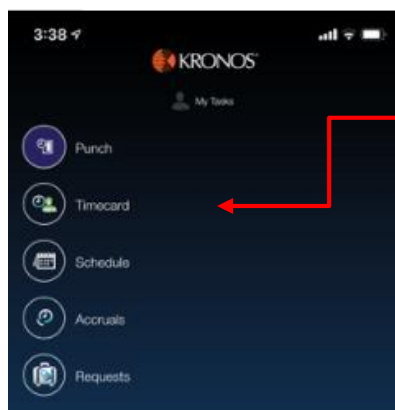
1. On the main screen, select the **Punch** icon.

The screenshot shows the KRONOS mobile app 'Punch' screen. At the top is the time '3:39' and the word 'Punch'. Below it is a user profile for 'ADMIN, EMPLOYEESMAR' with a location recording status. A dropdown menu titled 'Select a Transfer:' is open, showing options: 'Recent', 'Build', and 'Scan'. The 'Recent' option is selected. At the bottom is a 'Punch' button.

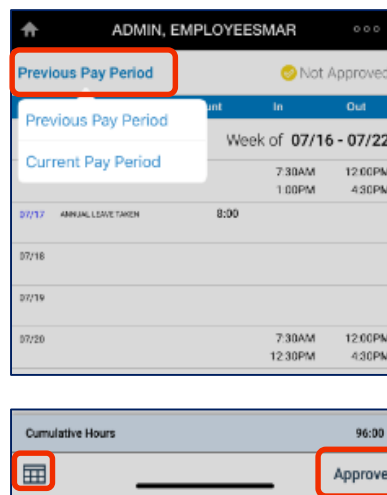
2. To enter a timestamp, select **Punch**, then select **OK**.

NOTE: If you are starting a shift that requires a transfer, select **Recent** if the grant has been previously selected. If selecting for the first time, select **Build**. Select **Labor Level>Grant-Project** to choose the grant for the transfer. If needed, search for the grant using the **Search List** field. The **Scan** feature is not currently available.

View your Timecard

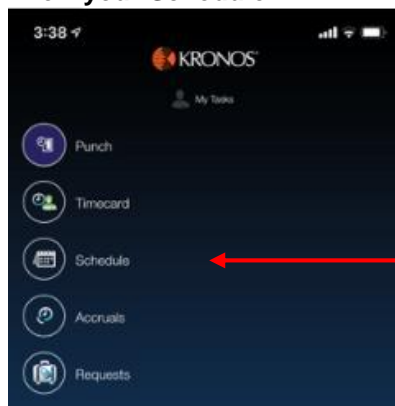


1. On the main screen, select the **Timecard** icon.

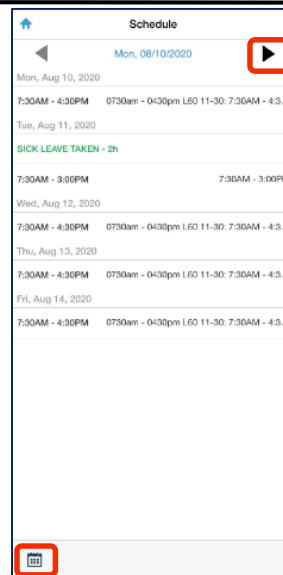


2. Tap the pay period in the upper left and select the desired pay period.
3. Tap the date to view details of the hours worked.
4. Tap the **Ledger** icon to view totals.
5. Tap **Approve** to approve the timecard.

View your Schedule

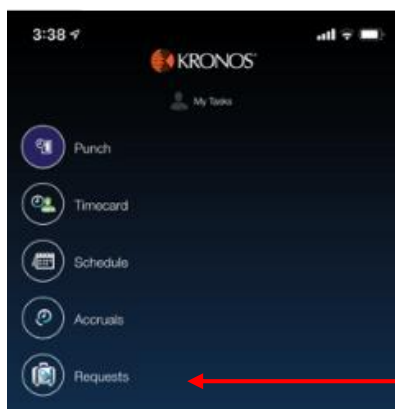


1. On the main screen, select the **Schedule** icon.

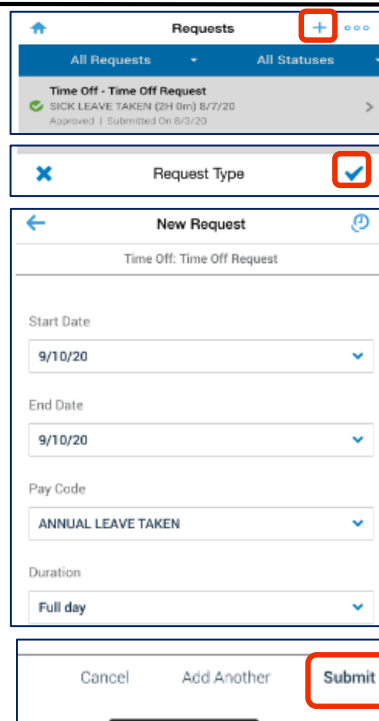


2. Use the arrows to change time periods.
3. Tap the shift to view the details of a shift or time off request.
4. Tap the **Calendar** icon to link to today's schedule.

Submit a Time Off Request



1. On the main screen, select the **Requests** icon.



2. Tap the **Plus** icon to begin a new request.
3. Tap check mark to proceed.
4. Tap **Start Date** and **End Date** to select the request dates. Tap check mark to proceed.
5. Tap **Pay Code** to select the pay code. Tap **Done** to verify.
6. Tap **Duration**. Tap **Done** to verify.
7. Tap **Review** to review the request.
8. Click **Submit** to submit the request.

NOTE: The **Accruals** icon may be used to view accrual balances.